



John J. Barthelmes
Commissioner

State of New Hampshire

Department of Safety

Division of Fire Standards and Training and Emergency Medical Services
Richard M. Flynn Fire Academy
98 Smokey Bear Blvd, Concord, New Hampshire
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Richard A. Mason
Director

RULES AND REGULATIONS

1. **PRIOR APPROVAL FOR FIRE ACADEMY RESERVATIONS:** New Hampshire's Richard M. Flynn Fire Academy (Academy) was constructed for the purpose of the training and professional development of New Hampshire's Fire Service members. To that end, we will scrutinize all requests for use of the facilities at the Academy, to assure that functions fit with our mission. The Facility Reservation Request form must be completed in its entirety before consideration will be given to such requests. No requests will be approved more than six months prior to the date of the activity.
2. **FEES:** The Division may be required to pass on to the facility user certain additional costs incurred by the Division. Those costs will be agreed upon prior to approval of the request.
3. **LIMITS UPON NUMBER OF ROOMS AND ATTENDEES:** The Division may restrict the number of rooms or space requested. Large scale utilization is not encouraged.
4. **AUDIO-VISUAL:** If you would like to use audio/visual equipment that is in place at the Academy, such request *must be made at the time of reservation*. If audio/visual is to be used, please arrange for an orientation for the operator before the scheduled training/meeting. *Unless stated on the Facility Reservation Request form, we will not guaranty the availability of any audio/visual equipment.*
5. **FIRE SERVICE TRAINING PROGRAMS:** In order to avoid the duplication or contradiction of training efforts, agencies wishing to deliver training at the Academy which is of such a nature to fall within the mission of the Division of Fire Standards & Training may be co-sponsored with the Division. Requests to co-sponsor such training shall be made in writing to the Director.
6. **SUPPORT:** The Division of Fire Standards & Training *is not* staffed to provide the services of a Conference Center. Please plan before your arrival so that our staff is not burdened with requests for copying or other administrative support.
7. **CHECK-IN:** The agency representative should check in with the receptionist upon arrival at the Academy.



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8. **FOOD AND DRINK:** Vending machines are available in the lounge area. *With the exception of previously approved catering, no coffee or other beverage urns will be brought into the Academy. All food and drinks shall be consumed in the lounge or vending area. No food or drinks are allowed in the classrooms, seminar rooms, auditorium or library.*
9. **SMOKING:** Smoking is not permitted in any of the Academy's facilities. Attendees should be advised that a *designated smoking area is located in the rear of the building, outside the rear stairway.* All visitors are requested not to smoke in the front of the facility.
10. **TELEPHONES:** A pay telephone is available in the first floor hallway. A second phone, in the library area, is available to call five-digit extensions on the state's cisco system. These phones have been installed for the convenience of those who use the facility. The Division receptionist will not place calls for visitors in the absence of an emergency.
11. **HOURS OF OPERATION:** The normal hours of operation for the Academy shall be 7:45 am to 4:15 pm, unless *prior arrangements are made with the Academy.*
12. **FACILITIES CONDITION:** Please return the facility to the same condition as it was found.